

### February 16th

#### EFFECTIVE COMMUNICATIONS

##### (1)—CORRESPONDENCE AND WIRE SERVICES

In choosing the means of Communication, efficiency and economy must always be considered.

LECTURER: R. N. Beattie, M.A.

### February 23rd

#### EFFECTIVE COMMUNICATIONS

##### (2)—OFFICE MANUALS

Nobody disputes the value of Office Manuals but most are started and fall by the wayside because of the lack of knowledge in keeping them up to date.

LECTURER: R. N. Beattie, M.A.

### March 1st

#### WAGE AND SALARY ADMINISTRATION

A new concept in salary determination.

LECTURER: W. L. Sutherland, B.A.,  
General Personnel Manager,  
Massey-Ferguson Limited.

### March 8th

#### THE PLANNING OF THE MODERN OFFICE

Office Planning has become a very important topic in modern day business. Consideration should be given to the space occupied and position of each employee, the lighting, color scheme, and the general appearance of the complete office. Pleasant working conditions are a valuable asset to Office Production.

LECTURER: S. R. Robinson,  
Manager of Office Planning and  
Furniture Sales,  
Grand and Toy Limited.

### March 15th

#### FORMS, DESIGN AND CONTROL

Forms, as such, cost money. The eventual cost of completing the required information, processing and analysing, is much more costly than the design of the form itself. Correct planning and design can be a real money saver.

LECTURER: T. Hansom, C.P.A.,  
Consultant Supervisor,  
Woods, Gordon and Company.



UNIVERSITY OF TORONTO  
UNIVERSITY EXTENSION

Session 1959-60

Courses in

**OFFICE MANAGEMENT**

in co-operation with the  
NATIONAL OFFICE MANAGEMENT ASSOCIATION,  
TORONTO CHAPTER

## **Courses in OFFICE MANAGEMENT**

These courses are offered in co-operation with the National Office Management Association, Toronto Chapter.

The Introductory Course will appeal to the General Supervisor or to persons who are attracted to Office Management as a career and may wish to begin to prepare themselves for this activity. Also newly appointed Office Managers who have limited formal training may find useful the background information available in this course.

The Advanced Course is designed for experienced Office Managers or persons who carry out most of the functions of this position. The course consists of a series of lecture-discussions on matters of current interest in Office Management.

Enrolment in each course is limited to 60 and applications will be accepted according to the date they are received at the Division of University Extension.

## **INTRODUCTORY COURSE PROGRAMME**

The content covered during the 10 evenings will be of a basic nature and ample time will be allowed for discussions dealing with the problems of small and large offices.

Among the topics to be discussed are the following:

### **THE OFFICE MANAGER**

Requirements, Needs and Attributes.  
Personnel and Physical Problems.  
Office Organization and Facilities.  
Philosophy and Responsibilities.  
Problems.

LECTURERS: E. E. Charters, Manager of Disbursement and Customer Accounting, Ontario Hydro.

C. E. Hodgson, B.Com.,  
Internal Auditor,  
Ontario Hydro.

PLACE: Room 2034, Wallberg Building.

TIME: 7.30 p.m., Tuesdays. Term begins October 6th and ends December 8th.

FEE: \$15.00

## **ADVANCED COURSE PROGRAMME**

PLACE: Room 2034, Wallberg Building.

TIME: 7.30 p.m., Tuesdays. Term begins January 12th and ends March 15th.

FEE: \$15.00.

### **January 12th**

#### **ORGANIZING FOR THE MANAGEMENT OF RECORDS**

The basic principles of good Records Management are the same for small companies as for large companies. Which functions should be centralized? What scope is there for individual discretion or departmental initiative?

LECTURER: R. N. Beattie, M.A.,  
Records Manager,  
Ontario Hydro.

### **January 19th**

#### **PERSONNEL ADMINISTRATION**

The Philosophy of the Personnel and Industrial Relations function including recruiting, selection and placement, and benefits.

LECTURER: C. Philip Chaston,  
Manager—Personnel,  
Shell Oil Company of Canada, Limited.

### **January 26th**

#### **PERSONNEL ADMINISTRATION**

Performance Appraisal—Planning, Recording, and Communicating.

LECTURER: K. M. Davidson,  
Division Personnel Manager,  
General Foods Limited.

### **February 2nd and 9th**

#### **MECHANIZING THE ACCOUNTING FUNCTIONS**

Considerations before you mechanize, installation techniques, and applications, equipment applications, equipment available, punch cards and other, mechanized accounting control, mechanization case studies.

LECTURER: G. H. Cowperthwaite, C.A.,  
Partner,  
Feat, Marwick, Mitchell & Company,  
Management Controls Department.